

TOWN OF APEX CONSTRUCTION SEQUENCE

The following begins only after Construction Plans are approved and signed by appropriate Town staff.

1. Fill out **Tree/Protection Fencing Installation Permit Application** (obtain from Planning Department).
2. Have a surveyor flag property lines, easements, buffers, tree protection areas, and flag the protection limits.
3. Contact an Apex Planning Department Zoning Compliance Officer at 249-3426 to request approval for tree protection fencing locations.
4. Install approved tree protection fencing, signs, and/or any other protection measures that may be required. Call Planning at 249-3426 for a final inspection of protection measures. Planning will forward approval to Public Works staff.
5. Request a **Letter of Plan Approval** for sedimentation and erosion control measures from Public Works staff.
6. Through the Engineering Field Services Supervisor at 249-3510, schedule a pre-construction meeting with engineering inspectors and other Town staff.
7. Install gravel construction entrance, temporary diversions, silt fencing, sediment basins, bypass channels, and/or other measures as shown on the approved plans. Clear only as necessary to install these devices.
8. Call Public Works staff at 249-3427 for an on-site inspection and to request a **Certificate of Compliance**.
9. Complete **Grading Permit Application** (obtain from Building Inspections Division).
10. Once a Grading Permit is reviewed and issued by Building Inspections, arrange a pre-construction meeting with Building Inspections (Rudy Baker) at 249-3381 prior to any grading activities. This meeting is separate from any other pre-construction meetings required in the Construction Sequence.
11. Post Grading Permit prominently on site at all times.
12. Begin clearing, grubbing, and rough grade of the site in accordance with the approved grading plan.
13. Stockpile sufficient amount of topsoil to cover 3 inches over landscaped areas at the end of the project.
14. Install storm sewer, if applicable, and protect inlets with inlet protection devices, sediment devices, and/or other approved measures as shown on plans. Maintain S&E measures as needed.
15. After completion of any phase of grading, establish groundcover on graded slopes and fills within 15 working days or 30 calendar days.
16. Stabilize site as areas are brought up to finished grade with vegetation or paving.
17. Flush and clean all stormwater system pipes. Clean and remove sediment from temporary sediment holding devices. Follow BMP Construction Sequence found on the Grading and/or BMP Detail sheet on the Construction Plan set.
18. Remove temporary diversions, silt fencing, sediment basins, etc. and provide adequate cover or pave any resulting bare areas. All permanent erosion control devices should be installed at this point.
19. When vegetation has been established, call Public Works staff at 249-3427 for final site inspection and to request a **Certificate of Completion**.
20. Owner is responsible for permanent erosion control maintenance of the site.

